



Voluntary Return Application Form

Privacy Notice

Introduction

1. The data you provide is collected by the Voluntary Return unit, a Business Unit of the Department of Justice, Home Affairs and Migration (DoJ). The data controller for the information you provide is the Department of Justice, Home Affairs and Migration and the data controller's contact details are:

**The Voluntary Return Unit,
Repatriation Division,
Department of Justice, Home
Affairs and Migration,
13-14 Burgh Quay,
Dublin 2,
D02 XK70.**
Or by email at voluntaryreturns@justice.ie.

How will your personal data be used?

2. We may use the personal data you provide for the following purpose(s):
 - To verify your identity;
 - To enable us to make a decision on your application;
 - To assist you to voluntary return to your Country of Origin

Legal Basis for processing your Personal Data

3. Our legal basis for collecting and processing this data is as follows:
 - International Protection Act 2015.
 - Immigration Act 1999.

Security of Personal Data

4. The personal data provided will be stored securely on DoJ IT servers.

Sharing of Personal Data

4. It may be shared, where appropriate, with the following third parties:
 - National Embassies and Consulates with your permission;
 - The IOM;
 - An Garda Síochána;
 - Garda National Immigration Bureau;
 - Documents you submit in support of your application may also be validated with the issuing authority/body.

Further processing of your Personal Data

5. There will be no further processing of your personal data.

Transfer of Personal Data outside the EEA

6. No data is transferred outside the EEA.

Contact for Queries

7. The contact for any queries in relation to this form is the Voluntary Return Unit, Repatriation Unit, The Department of Justice, Home Affairs and Migration, 13-14 Burgh Quay, Dublin 2 or voluntaryreturns@justice.ie.

How long will Personal Data be retained?

8. This data may be retained until ISD can be sure that you will not have any further contact with the immigration services. This is an indeterminate period as your immigration history in the State may span a full lifetime. It will be referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986.

How to Request a copy of your Personal Data

9. You can request a copy of your personal data by completing a Subject Access Request (SAR) form, available:
 - at http://www.justice.ie/en/JELR/Pages/Data_Protection or
 - from the Data Protection Support and Compliance Office (DPSCO) at the address below.

Forward the completed form by email to subjectaccessrequests@justice.ie or by post to the DoJ Data Protection Officer at the address below. You will be required to verify your identity before the data can be forwarded to you. The time limit for responding to a SAR commences once your identity has been verified.

Your Rights in relation to your Personal Data

10. You have the right to rectify any inaccuracies in your data. To do this you should write to the Voluntary Return Unit, Repatriation Unit The Department of Justice, Home Affairs and Migration, 13-14 Burgh Quay, Dublin 2 or voluntaryreturns@justice.ie documenting the inaccuracies which need to be rectified. The right to rectification is not absolute and each request will be considered on its own merits.
11. You have the right, where appropriate, to obtain erasure of your data and/or a restriction on the processing of your data as well as the right to object to the processing of your data. To do this you should write to the Business Unit as set out above. The right to erasure, restriction or objection is not absolute and each request will be considered on its own merits.
12. You have the right to lodge a complaint with the Data Protection Commission (DPC). You can contact the DPC by web-forms on their website www.dataprotection.ie or by post to:

21 Fitzwilliam Square South

Dublin 2

D02 RD28.

Further details in relation to your data protection rights can be found in the Department of Justice Data Protection Policy available at:

http://www.justice.ie/en/JELR/Pages/Data_Protection

Contact the DPO

You can contact the Data Protection Officer (DPO) for the Department of Justice by post at:

**The Data Protection Officer,
Department of Justice, Home
Affairs and Migration,
51 St. Stephen's Green,
Dublin 2, D02 HK52.**

Or by email - dataprotectioncompliance@justice.ie

[illegible]

1.9 Current address:

1.10 Eircode:

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1.11 Email address:

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Please tick the appropriate box to give consent or not give consent to Immigration Service Delivery emailing official communication to you in relation to your immigration status to your email address provided on this application form. If you give consent, please note that you are consenting to receiving emailed documents that will include notifications and decisions and that you understand it is your responsibility to take any required action in response. You should understand you are not obliged to receive communications electronically and that you may withdraw your consent at any time by emailing voluntaryreturns@justice.ie.

I consent ☐ I do not consent ☐

1.12 Other names:

If you have been known by another name other than your birth name, please provide that name here.

1.13 Other nationality:

If you have ever claimed or used any other nationality, please provide that nationality here.

1.14 Criminal convictions:

If you have ever been arrested, charged with or convicted of a crime in Ireland or any country, please provide details here.

YOUR STAY IN IRELAND

2.1 Reason for seeking voluntary return:

☐ Applicant for International Protection ☐ Issued with a Deportation Order
☐ Undocumented ☐ Issued with a Transfer/Return Order
☐ Other

2.2 Date of entry into Ireland:

2.3 How did you arrive in Ireland:

[illegible]

DOCUMENTS

3.1 Document type:

☐ National Passport ☐ Emergency document

☐ National ID card ☐ I need help obtaining a travel document ☐

3.2 Where is the document currently:

☐ With me ☐ With the IPO ☐ Seized at the airport ☐ With the Irish police

☐ Lost/stolen ☐ Other ☐

3.3 Document number and expiry date:

[illegible]

DEPENDANTS TRAVELLING WITH YOU

4.1 Name of first dependant:

[illegible]

4.2 Date of Birth:

4.3 Relationship:

[illegible]

4.4 Passport number & location:

[illegible]

4.5 Name of second dependant:

[illegible]

4.6 Date of Birth:

4.7 Relationship:

[illegible]

4.8 Passport number & location:

[illegible]

4.9 Name of third dependant:

[illegible]

4.10 Date of Birth:

4.11 Relationship:

[illegible]

4.12 Passport number & location:

[illegible]

4.13 Name of fourth dependant:

[illegible]

4.14 Date of Birth:

4.15 Relationship:

4.15 Relationship:

[illegible]

4.16 Passport number & location:

[illegible]

If there are further dependants you wish to include, please upload the additional details separately.

TRAVEL ASSISTANCE AND INFORMATION

5.1 Type of assistance needed:

Package A – Full support ☐ Package B – Flights only ☐ Package C – Reintegration only ☐
Package D – I can pay for my own flight ☐

5.2 Country and airport of return:

[illegible]

5.3 Final address:

[illegible]

5.4 Contact details:

[illegible]

ASSISTANCE WITH RETURN

6.1 Have you any conditions or issues that Immigration Service Delivery need to be aware of in facilitating your departure from Ireland, such as pregnancy or a medical condition:

Yes ☐ No ☐

6.2 If you selected “Yes”, please provide details:

[illegible]

6.3 Is there any information that you should share with Immigration Service Delivery prior to your departure from Ireland:

☐ Yes ☐ No

6.4 If you selected “Yes”, please provide details:

[illegible]

DECLARATION

I declare that all information and documents that I have provided, and all statements that I have made are true to the best of my knowledge and belief, and that I have made these statements freely and voluntarily. I declare the truth of this application by ticking this box ☐

Name in block letters:

[illegible]

